



## MCJN Treasurer / Finance Trustee Role Description

### OPPORTUNITY

The Marie Colvin Journalists' Network (MCJN) is a small, recently-registered UK charity that provides professional development and essential assistance to women journalists from across the Arab region, supporting them to thrive in their careers as they confront discrimination, violence and curbs on freedom of speech. Our support includes the provision of mentorships, professional advice, Arabic-language resources and opportunities, networking and referrals. We work closely with leading press freedom advocates, mental health professionals, media outlets, safety and security experts, lawyers, and trainers to provide our Network members with the specialised advice and support they need so they can survive and thrive as professional women journalists in the journalism industry.

From 2016 to 2022, MCJN operated as a project of "[The Circle](#)". In 2022, MCJN registered as a separate charity and began operating independently from 2023. As part of this transition to fully-fledged independent status, we are expanding our Board of Trustees. Currently, we are seeking a new trustee with finance expertise and an interest in the international media industry to join our board in the capacity of 'Treasurer'. **This is a voluntary (unpaid) and part-time role.**

### Are you our Treasurer?

The current MCJN Trustees are seeking an individual with senior experience in financial management to join them on the Board. The right candidate will play an active role in the overall governance and administration of our small and dynamic charity as our first Treasurer, thereby playing an essential part in ensuring we continue to expand and strengthen our impact sustainably and effectively.

The right candidate will have an eye for detail and a keen understanding of managing budgets and financial procedures, as well as a demonstrable interest in supporting journalism in difficult contexts. Working in regular coordination with MCJN's Executive Director, you would be expected to maintain an overview of MCJN's financial affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

MCJN is seeking to build an expert and diverse board that can ensure our organisation is well run and making the right strategic decisions. To that end, we're looking for candidates with any relevant experience from the corporate, media or charity sector and at all stages in their career who would like to be a part of our board.

### HOW TO APPLY

If you have any questions, please contact Philippa Nairn, MCJN Executive Director at [pippa@mcjn.org](mailto:pippa@mcjn.org), or the MCJN Chair of Trustees, Jane Wellesley at [board@mcjn.org](mailto:board@mcjn.org)

**To apply, please send a current CV and cover letter before 10am on Monday 13 November 2023 to [board@mcjn.org](mailto:board@mcjn.org) with Application: MCJN Treasurer in title.**

Candidate interviews will take place via video call during the week commencing 20 November 2023.

Marie Colvin Journalists' Network (MCJN) is a charitable company limited by guarantee (No. 13821334) and a registered charity in England & Wales (No. 1199473). Registered Address: c/o The Frontline Club, 13 Norfolk Place, London W2 1QJ. <https://mariecolvinnetwork.org/>



## MCJN Finance Trustee / Treasurer Role Description

### Description

- Be responsible for MCJN's financial affairs, ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public as outlined in the charity's Articles of Association.
- Provide guidance and insights to the board and Director through the trustee's own experience on key financial, budgetary, accounting or related governance issues that may impact MCJN.
- Contribute proactively to the board in developing MCJN's long-term fundraising strategy.
- Act as an ambassador for MCJN to relevant key stakeholders and in support of our fundraising.

### Duties

- To prepare for, attend and contribute to quarterly board meetings.
- To become actively involved in MCJN's finance & fundraising.
- To oversee the preparation and presentation of MCJN's annual budgets and accounts for submission to the relevant regulatory and statutory bodies (Companies House, Charity Commission, etc), as well as other relevant financial reports to the Board (in coordination with the MCJN Executive Director and external independent examiner/accountant).
- To develop and ensure MCJN has appropriate financial procedures and policies in place, including those related to the management of risk, any reserves and investment.
- To maintain regular, effective and professional communication with the Chair, other Trustees and MCJN Executive Director to ensure good debate and decision-making, ultimately ensuring the board is informed about its financial duties and responsibilities.
- To participate actively and professionally in relevant external communications, especially those related to finance and fundraising.
- Provide other relevant financial advice as required.

### Person specification

#### Essential:

- Relevant financial qualifications and experience. This should be demonstrable through a high level of competence and credibility in financial management from any industry, with experience of budget management, forecasting and financial reporting.
- Diverse expertise gleaned from varied roles and responsibilities, with the ability to think strategically, seek and take advice, debate issues, take decisions and communicate effectively.
- Ability and willingness to represent MCJN and its interests to key stakeholders.
- Availability and willingness to actively support MCJN Board and Director.
- A commitment to diversity, equality and universal human rights.

#### Desirable:

- Experience of charity finance and fundraising, ideally within charities that work internationally.
- Commitment to advancing the safety and participation of women journalists in the media industry in the Arab region.

#### Time Required

- Four board meetings per year (1.5-2 hours in length usually held online), plus ad-hoc meetings with relevant Trustees and staff as needed.
- Min. one term of three years.

Marie Colvin Journalists' Network (MCJN) is a charitable company limited by guarantee (No. 13821334) and a registered charity in England & Wales (No. 1199473). Registered Address: c/o The Frontline Club, 13 Norfolk Place, London W2 1QJ.

<https://mariecolvinnetwork.org/>